

Contractor Bulletin No. 16-01

April 5, 2016

To: Elevator Contractors

FROM: Robert A. Babinski, Acting Chief, Elevator Safety Division

Subject: Permitting Process

The purpose of this bulletin is to help clarify & expedite the permitting process.

Currently the permitting process is being delayed because some permits are submitted with incomplete or inaccurate information. There has also been a problem with an incomplete description of the total amount of work being performed, requiring an additional permit or subsequent billing for undocumented alteration items.

1967 PA 227, specifically, MCL 408.815 states that, “a person, firm, or corporation shall not install or alter an elevator without first having obtained a permit from the department, with the applicable fee being paid.” The invoicing of unreported and unpaid alteration items is slowing down the permitting process. In order to help expedite the approval of your permit please spend a little extra time to make sure that all permits are completely filled out with the necessary information, including all items listed with the correct fee being paid.

Example #1: The replacement a Hydraulic Valve would be 1 item, additionally the replacement of any hydraulic oil line, or fittings, a muffler, a shut-off valve, or a new oil reservoir would be items 2, 3, 4, & 5 on the same permit. The same holds true for a new Jack, Piston, Cylinder, Cylinder Monitoring System, & Buffer Stands, (possibly changing the bottom run-by & clearances).

- Each item should be listed on the permit with the proper fee being paid.

Example #2: On a cab alteration, the cab walls would be 1 item, additional items would be the cab ceiling, cab flooring, or the Car Operating Panel.

Example #3: Reskinning of the hoistway doors or door frames. Currently contractors are submitting this permit as 1 item. When in actuality they are performing work on several frames on several floors, each one requires an inspection with the necessary inspection time. Please list all work performed, delineating each floor the work is being performed on.

Our intent is to reduce the number of secondary permits required, and the subsequent need for an invoice (permits should be paid for before any work begins).

If an alteration permit comes in at the maximum fee (\$395.00) the need to list all work is not as important since the field inspector can list each item without the need for any additional billing.

Another question has been raised about “Emergency Permits”. If an “Emergency Permit” is requested, it takes the permit out of the usual process, requiring additional staff time and expense. It is the policy of the elevator safety division to charge the maximum fee (\$395.00) for an emergency alteration permit because of the additional time and expense required.

Initially the division considered using the Special Services provision of the Michigan Elevator Rules, R 408.7017(4), to satisfy this additional cost. However, this cost is \$100 per hour including travel time, which might increase the cost of a permit to as high as \$800.00, and might overly complicate the price structure for the individual elevator contractor. Therefore, we determined our policy of setting the price of an emergency permit at a reasonable \$395.00.

Please remember that R 408.7010 states that a new, or altered elevator shall not be placed into service until it has been inspected by, and tested in the presence of, a State Elevator Inspector.

If you have any questions regarding this, or any other division policy, Please do not hesitate to contact me at (517) 241-9337